



PIMA COUNTY SHERIFF'S DEPARTMENT



COMMUNITY RESOURCES UNIT / SHERIFF'S AUXILIARY VOLUNTEERS Check Request Form

This form shall be used for all check requests from the Sheriff's Auxiliary Volunteers for the following funds designated for assistance to the Pima County Sheriff's Department. A specific funding source shall be named in the request.

- 2201 - Juvenile Activities Fund
- 2203 - Special Awards Fund
- 2206 - Building Maintenance Fund
- 2207 - Community Services Fund
- 2208 - Memorial Fund

CHECK REQUESTED BY: LT. Harold Janes DATE: 01-28-14

CHECK REQUEST

PAY TO: Moreno Digital Studios
 AMOUNT: \$ 675.00
 FUND SOURCE: Special Awards Fund FUND # 2203
 COMMENTS: Department Video/Military Tribute

REQUEST AUTHORIZATION

Community Rsrcs: LT. H. JAMES DATE: 01.28.14
 Community Svcs: [Signature] DATE: 1-28-14

ROUTING: All checks issued from the aforementioned accounts shall be routed to the Community Resources Unit Supervisor prior to final disposition. The check will be logged and forwarded to the requestor, or the appropriate recipient, at the direction of the Community Resources Unit Supervisor.

SAV CORPORATE BOARD AUTHORIZATION

Approval: _____ DATE: _____
 Check Signed By (1): Paul Wencigowski DATE: 2/3/14
 Check Signed By (2): Andrew E. Webster, Jr. DATE: 2/5/14

DISTRIBUTION

CR SGT: _____ DATE: _____
 LOGGED BY: LT. H. JAMES DATE: 02.06.14
 DISTRIBUTED TO/FOR ORIGINATOR DATE: 02.06.14

FROM: SGT. TRUBLOD
 DATE: 01.27.14

**PIMA COUNTY SHERIFF'S DEPARTMENT
 ROUTING SLIP**

ACTION COMPLETED		TO	UNIT/DIVISION	SUSPENSE DATE	ACTION
INITIAL	DATE				
JRS	01/27/14	LT. SACCO	COMM. SERVICES		7
SB	1/28/14	CAPT. BELLY	INFORMATION/TECH		7
		LT. BUDDY JAMES	SAFETY SERVICES		10

REMARKS: MARANO VIDEO INVOICES

- ACTIONS**
- 1- For Your Information
 - 2- Information & Return
 - 3- Information & Forward
 - 4- Comment & Return
 - 5- Comment & Forward
 - 6- Signature & Return
 - 7- Signature & Forward
 - 8- Investigate & Reply
 - 9- Per Your Request
 - 10- Take Appropriate Action
 - 11- See Me
 - 12- Other (See Remarks)




MEMORANDUM

PIMA COUNTY SHERIFF'S DEPARTMENT
CLARENCE W. DUPNIK, SHERIFF
CHRISTOPHER NANOS, CHIEF DEPUTY

Date: January 27, 2014

To: Lieutenant Buddy Janes, Staff Services Commander, Via Chain Of Command

From: Sergeant Aimee Trueblood, Community Resources Supervisor 

Re: Military Tribute/Short Dept. Video Invoices

I am requesting the attached invoices be paid to Moreno Digital Studios. Invoice #607 is for the completion of the 2013 Awards Ceremony Military Tribute. Invoice #608 is for the completion of the short Department video on the homepage of the website. Thank you.

*01/27/14
Please approve.
YHS/ACCO*

*SRF
J. Bering
1-28-14*

Moreno Digital Studios

Video Production & Motion Graphics Design

7751 W Thelon Ct
Tucson, AZ 85743
Phone (520) 906-8938

INVOICE

DATE: January 27, 2014
INVOICE # 607

BILL TO:
Pima County Sheriff's Department
Attn: Sgt. Almee Trueblood
1750 E Benson Highway
Tucson, AZ 85714

FOR: 2013 Military Tribute
Video

DESCRIPTION	HOURS	RATE	AMOUNT
Revise Military Tribute Video 2013 plus revisions	4.00	75.00	\$ 300.00
SUBTOTAL			\$ 300.00
TAX RATE			
SALES TAX			
OTHER			
TOTAL			\$ 300.00

Make all checks payable to **Moreno Digital Studios**

Total due in 30 days. Overdue accounts subject to a service charge of 10% per month.

THANK YOU FOR YOUR BUSINESS!

Moreno Digital Studios

Video Production & Motion Graphics Design

7751 W Thelon Ct
Tucson, AZ 85743
Phone (520) 906-8938

INVOICE

DATE: January 27, 2014
INVOICE # 608

FOR: 2013 Promo Video
Web Version

BILL TO:

Pima County Sheriff's Department
Attn: Sgt. Aimee Trueblood
1750 E Benson Highway
Tucson, AZ 85714

DESCRIPTION	HOURS	RATE	AMOUNT
Condense 2013 PCSD promo video for website, 30-45sec.	5.00	75.00	\$ 375.00
SUBTOTAL			\$ 375.00
TAX RATE			
SALES TAX			
OTHER			
TOTAL			\$ 375.00

Make all checks payable to **Moreno Digital Studios**

Total due in 30 days. Overdue accounts subject to a service charge of 10% per month.

THANK YOU FOR YOUR BUSINESS!